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82-2757/a

1 December 1982

MEMORANDUM FOR: Executive Director

FROM:

25X1

Chairman, DCI Secretarial/Clerical MAG

SUBJECT: Evaluation Panel System for Secretarial and Clerical Employees

REFERENCE: Your Note to the DCI S/C MAG dated 16 November 1982

1. Per your request in reference, the DCI Secretarial/Clerical Management Advisory Group (DCI S/C MAG) met on 30 November and reviewed the memorandum from the Director of Personnel regarding the recommendation made by PMAB that the formal panel evaluation system be made optional for secretarial and clerical employees at grade level GS-06 and below. The members had been asked to discuss the recommendation with as many secretaries/clericals as possible in their area of responsibility and to come to the meeting with a prepared statement. The statements follow:

a. The Directorate of Administration representatives feel formal review panels for GS-06 and below secretarial/clerical employees are not necessary with the understanding that Personnel Officers take an active part in notifying supervisors of promotion cycles and headroom and assisting GS-06 and below employees in applying for positions for which they would like to be considered. Since supervisors are responsible for writing an annual PAR and putting an employee in for promotion, and the vacancy notice system appears to be working well, there is little to be gained by having a formal panel rank and review GS-06 and below secretarial/clerical employees. We do feel that GS-07 employees should come under the cognizance of a formal review panel since they are the feeder group for the senior secretarial ranks or for the paraprofessional ranks.

b. The Directorate of Intelligence representatives support the recommendation; however, we support it only if it is assured that GS-06 and below employees are informally reviewed by members of their immediate office in lieu of a formal panel.

c. The consensus within the Directorate of Operations is that a formal panel system for GS-06 and below secretarial/clerical employees should be optional at the directorate level. The Directorate of Operations representatives feel that the guidelines for an informal evaluation system should be consistent within their directorate and that those guidelines should be set forth in writing and approved by the Deputy Director for Operations.

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d. The Directorate of Science and Technology representatives concur with the recommendation. Individual offices in their directorate have supervisors and line managers rank and promote their own employees, and secretarial/clerical personnel are satisfied with the system presently in effect.

e. The DCI Area representatives concur with the recommendation. Individual offices in the DCI Area also have their own employees rank and promote GS-06 and below employees, and they are satisfied with this system.

2. The S/C MAG members would like to make the suggestion that any notification regarding changes in the Evaluation Panel System for Secretarial and Clerical Employees be put in a positive form. For example, don't say it will now be optional for GS-06 and below secretarial/clerical employees to be reviewed by a formal panel, but rather say that evaluations, promotion recommendations, opportunities for career development, and career counseling will be performed by Personnel Officers and supervisors and each career subgroup will have the option of convening a formal panel in lieu thereof.

3. Thank you for asking for the DCI S/C MAG's opinion on this important subject. We appreciate being asked.

Attachment

List of DCI S/C MAG Members

[REDACTED] 25X1

Chrm, DCI S/C MAG/ [REDACTED] 1 Dec 1982)

25X1

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